

SMARTMOVE GUIDE FOR VOCATIONAL EDUCATION AND TRAINING

Background

The Australian Safety and Compensation Council has published:

Student Work Placement Guide, which provides an overview of workplace health and safety advice to educators and employers so that they can prepare for work experience students.

Getting Students to Work...Safely, this outlines six key principles for teaching health and safety to students preparing to enter the workplace. The guiding principles are aimed at educators and education policy makers.

Guidelines for Integrating OHS into National Industry Training Packages (Guidelines) have recently been published by the Australian Safety and Compensation Council, to assist training package developers. Appendix A of the Guidelines contains model generic units of competency. The model unit *OHS100 Work Safely* supports the attainment of the basic OHS knowledge required prior to undertaking designated work tasks. The unit is intended to address workplace requirements of the work experience student or new workplace entrant.

Copies of the above publications are at:

www.ascc.gov.au/ascc/HealthSafety/TrainingSkillsLicensing

To assist teachers, the WorkSafe SmartMove resource has been enhanced to ensure it covers all learning and assessment requirements for OSH100 *Work Safely*. In WorkSafe SmartMove the *general module*, *industry module*, *activities* and *New to the Job dvd* cover all the necessary learning material for the unit. The *New to the Job dvd* is recommended as an overview or review of the learning material in the *general* and *industry modules*. The *activities* also assist with learning.

Construction and mining industry requirements

For the construction industry CPCCOHS1001A *Work safely in the construction industry*, which is an amended and customised version of the OHS100 unit, is to be used throughout Australia to meet the general OHS induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2006).

Teachers should note that work experience students undertaking construction work are required by law to complete the unit CPCCOHS1001A *Work safely in the construction industry*.

Work experience visits to construction sites by students not undertaking construction work (and under escort) may not be required to complete the unit CPCCOHS1001A *Work safely in the construction industry*. Teachers will need to clarify requirements with the relevant employer.

Other training requirements may apply to mine sites. Teachers should discuss the necessary requirements with the relevant employer.

Assessment

Completion of the SmartMove online assessment tests together with identified activities meet assessment requirements. Teachers may wish to customise the Activities to suit their learners. The activities ensure that the critical aspects of evidence are comprehensively covered. It is therefore suggested that learners put together an Assessment Portfolio which would include completion of:

- One Industry module test certificate
- Activity - *On Guard! Do you work safely?*
- Activity – *Investigating an incident at work*
- Activity – *ThinkSafe SAM*
- Activity - *Sign language*
- Activity - *Communication skills – Talking about safety and protecting yourself at work.*
- Activity - *Identify incident response procedures*

The following pages demonstrate the development process for the creation of WorkSafe SmartMove learning and assessment tools. There is also a useful Assessment Record for use by teachers, RTOs and workplace third party assessors.

ELEMENT REQUIREMENTS

<p>ELEMENT 1 IDENTIFY OHS LEGISLATIVE REQUIREMENTS</p> <p><u>Performance criteria:</u> 1.1 Identify applicable Occupational Health and Safety (OHS) legislative requirements relevant to own work, role and responsibilities; 1.2 Identify and explain duty of care requirements; 1.3 Identify and explain own responsibilities to comply with safe working practices</p> <p><u>Required knowledge:</u> K1 Applicable Commonwealth, State or Territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities; K2 OHS responsibilities and rights of duty holders (including persons in control of work/projects, employers and self employed persons, supervisors, designers, manufacturers and suppliers, workers and inspectors); K3 Own responsibilities to comply with safe working practices (relating to identification of hazards, preventing bullying or harassment, use of amenities, smoking, use of drugs and alcohol and housekeeping); K4 Work activities which require licences, tickets or certificates of competency</p> <p><u>Required skills:</u> S1 Explain the basic OHS legislative requirements which will be applicable to own work</p> <p><u>Critical aspects of assessment -personal awareness:</u> CAE 1 Applicable OHS legislative and safety requirements for work role, including duty of care</p>
<p>ELEMENT 2 IDENTIFY WORKPLACE HAZARDS & CONTROL MEASURES</p> <p><u>Performance criteria:</u> 2.1 Identify basic principles of risk management; 2.2 Identify and explain common workplace hazards; 2.3 Identify and explain measures for controlling risks; 2.4 Identify and explain requirements for the selection and use of relevant Personal Protective Equipment; 2.5 Identify and explain safety signs and symbols; 2.6 Identify and explain procedures for reporting hazards and risks</p> <p><u>Required knowledge:</u> K5 Basic principles of risk management and assessment relating to work role; K6 Common workplace hazards, OHS hierarchy of controls; K7 Types of common Personal Protective Equipment, Common workplace safety signage and their meanings; K8 Types of OHS information and documentation</p> <p><u>Required skills:</u> S2 Explain the meaning of safety signs and symbols; S3 Identify workplace hazards, Explain the basic principles of risk management</p> <p><u>Critical aspects of assessment - personal awareness:</u> CAE 2 The range of common workplace hazards and procedures for the assessment of risk and application of the hierarchy of control; CAE 3 The meaning of common safety signs and symbols, and procedures for reporting hazards, incidents and injuries</p>
<p>ELEMENT 3 IDENTIFY OHS COMMUNICATION & REPORTING PROCESSES</p> <p><u>Performance criteria:</u> 3.1 Identify and discuss participative arrangements for OHS, including communication processes, information and documentation; 3.2 Identify and explain designated OHS roles for raising OHS concerns including concerns relating to the right to refuse unsafe work</p> <p><u>Required knowledge:</u> K9 General procedures for raising OHS issues; K10 Role of OHS committees and representatives</p> <p><u>Required skills:</u> S4 Use appropriate interpersonal/communication skills to discuss OHS issues and information, clarify OHS legislative requirements and report workplace hazards and risks</p> <p><u>Critical aspects of assessment - personal awareness:</u> CAE 4 OHS communication processes, information and documentation including the role of OHS committees and representatives</p>
<p>ELEMENT 4 IDENTIFY OHS INCIDENT RESPONSE PROCEDURES</p> <p><u>Performance criteria:</u> 4.1 Identify and explain general procedures for responding to incidents, injuries and emergencies; 4.2 Identify and explain procedures for first aid; 4.3 Identify and explain fire safety equipment</p> <p><u>Required knowledge:</u> K11 General workplace emergency response and evacuation procedures; K12 Types of common fire safety equipment; K13 General first aid response requirements; K14 General procedures for responding to OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences; K15 General workers compensation and injury management requirements</p> <p><u>Critical aspects of assessment - personal awareness:</u> CAE 5 General procedures for responding to incidents and emergencies including evacuation, first aid, fire safety equipment and PPE.</p>

DEVELOPMENT OF SMARTMOVE LEARNING & ASSESSMENT CONTENT

SMARTMOVE LEARNING & ASSESSMENT MATERIAL DEVELOPED IN THESE AREAS TO MEET ELEMENT REQUIREMENTS	CONSOLIDATED ELEMENT REQUIREMENTS*
LEGISLATIVE REQUIREMENTS	ELEMENT 1 IDENTIFY OHS LEGISLATIVE REQUIREMENTS
Knowledge of differences between OSH Act, regulations, codes of practice and guidance material (as relevant)	K 1. Knowledge of applicable legislation relevant to own work, role and responsibilities
Knowledge of employers duty of care to provide a safe system of work including provision of information and training	PC 1.2, K2. Knowledge of OHS responsibilities and rights of duty holders
Explain employees duty to take reasonable care and avoid harming others (follow employers safe system of work, use PPE, report hazards and injuries, keep work area tidy to avoid hazards, avoid drugs and alcohol at work, prevent/report bullying and harassment)	PC 1.1, PC 1.3, K3, S1, CAE 1. Identify and explain own duty of care requirements to comply with safe working practices (including relating to identification of hazards, preventing bullying or harassment, use of amenities, smoking, use of drugs and alcohol and housekeeping)
Knowledge of work activities which require licences eg, Forklifts, cranes	K4. Knowledge of work activities which require licences
WORKPLACE HAZARDS & CONTROL MEASURES	ELEMENT 2 IDENTIFY WORKPLACE HAZARDS & CONTROL MEASURES
Identify and explain examples of common hazards. Identify and explain the basic principles of risk management relating to own work role including procedures for the assessment of risk, measures for controlling risks, and the application of the hierarchy of control	PC 2.1, 2.2, 2.3, K5, K6, S3, CAE 2. Explain what a hazard is. Identify and explain common workplace hazards. Identify and explain the basic principles of risk management relating to own work role including procedures for the assessment of risk, measures for controlling risks, and the application of the hierarchy of control
Identify signs (Stop - red circle and line eg no smoking, Obey - solid blue circle eg wear PPE, Danger – yellow solid triangle eg slip hazard, Safety - green square eg location of exit/first aid, Fire – red solid square eg location of fire extinguisher). Select PPE to match existing hazards after higher order methods of control applied. Knowledge of aim of PPE to limit damage, eg safety boots, hard hat, UV protective clothing/sunscreen, gloves, hearing protection; and PPE must fit and be comfortable	PC 2.5, K7 (part), S2, CAE 3 (part). Safety signs and symbols; PC 2.4, K7 (part). Requirements for selection and use of common Personal Protective
Explain that hazards, risks and incidents should be reported to the supervisor and OSH representative. Knowledge that all employees have the right to workers compensation (to cover wages, medical expenses) if injured at work	PC 2.6, CAE 3 (part). Identify and explain procedures for reporting hazards and risks including near misses, dangerous occurrences and injuries; K15. Knowledge of general workers compensation and injury management requirements
Identify types of OHS information and documentation eg safe working procedures, MSDS, emergency evacuation procedures	K8. Identify types of OHS information and documentation (eg MSDS)
OHS COMMUNICATION & REPORTING PROCESSES	ELEMENT 3 IDENTIFY OHS COMMUNICATION & REPORTING PROCESSES
Explain participative arrangements and role of OHS representatives; communication processes including toolbox talks; the right to refuse unsafe work. Relevant interpersonal/communication skills activity necessary eg discuss OHS issues, hazards and risks	PC 3.1, PC 3.2, K9, K10, CAE 4. Identify, explain and discuss participative arrangements and communication processes for OHS, and designated OHS roles for raising OHS issues including concerns relating to the right to refuse unsafe work; S4. Use appropriate interpersonal/communication skills to discuss OHS issues and information, clarify OHS legislative requirements and report workplace hazards and risk
OHS INCIDENT RESPONSE PROCEDURES	ELEMENT 4 IDENTIFY OHS INCIDENT RESPONSE PROCEDURES
Role of first aid officers (appropriate training), first aid kits to match workplace hazards, fire/evacuation wardens and fire fighting equipment (reference to correct selection of fire extinguisher for source of fire eg, chemical); general fire and injury response procedures including keep calm, raise alarm, obtain help, reference to emergency procedures, evacuation procedures	PC 4.1, K14, CAE 5. Identify and explain general procedures for responding incidents and injuries, including: <ul style="list-style-type: none"> • K11, workplace emergency response and evacuation procedures • PC 4.2, K13, procedures for first aid and general first aid response requirements • PC 4.3, K12, fire safety equipment

* Element requirements from performance criteria, required knowledge and skills, critical aspects of assessment – see previous page for specified requirements.

SMARTMOVE LEARNING & ASSESSMENT TOOLS

Learning *	Assessment	LEGISLATIVE REQUIREMENTS
General module Survival Tool (Gen mod ST) 1	General module (Gen mod) test compulsory question	Knowledge of differences between OSH Act, regulations, codes of practice and guidance material (as relevant)
Gen mod ST 2, 9 Activity – <i>Investigating an incident at work</i>	Gen mod test **; Activity - <i>On Guard! Do you work safely?</i>	Knowledge of employers duty of care to provide a safe system of work including provision of information and training Explain employees duty to take reasonable care and avoid harming others (follow employers safe system of work, use PPE, report hazards and injuries, keep work area tidy to avoid hazards, avoid drugs and alcohol at work, prevent/report bullying and harassment)
Gen mod ST 2	Gen mod test compulsory question	Knowledge of work activities which require licences eg, Forklifts, cranes
		WORKPLACE HAZARDS & CONTROL MEASURES
Gen mod ST 4, 5; Industry mod reading	Industry (Ind) mod test ** Activity – <i>ThinkSafe SAM</i>	Explain what a hazard is. Identify and explain examples of common hazards. Identify and explain the basic principles of risk management relating to own work role including procedures for the assessment of risk, measures for controlling risks, and the application of the hierarchy of control
Gen mod ST 6	Gen mod compulsory question Activity - <i>Sign language</i>	Identify signs (Stop - red circle and line eg no smoking, Obey - solid blue circle eg wear PPE, Danger – yellow solid triangle eg slip hazard, Safety - green square eg location of exit/first aid, Fire – red solid square eg location of fire extinguisher). Select PPE to match existing hazards after higher order methods of control applied. Knowledge of aim of PPE to limit damage, eg safety boots, hard hat, UV protective clothing/sunscreen, gloves, hearing protection; and PPE must fit and be comfortable
Gen mod ST 2, 4, 7, 8	Ind mod test Gen mod compulsory question	Explain that hazards, risks and incidents should be reported to the supervisor and OSH representative. Knowledge that all employees have the right to workers compensation (to cover wages, medical expenses) if injured at work
Gen mod ST 5, 10	Gen mod compulsory question Ind mod test	Identify types of OHS information and documentation eg safe working procedures, MSDS, emergency evacuation procedures
		OHS COMMUNICATION & REPORTING PROCESSES
Gen mod ST 3, 5, 7, 8; Activity – <i>Act it out</i>	Gen mod compulsory question Activity - <i>Communication skills – talking about safety</i>	Explain participative arrangements and role of OHS representatives; communication processes including toolbox talks, the right to refuse unsafe work Relevant interpersonal/communication skills activity necessary eg discuss OHS issues, hazards and risks
		OHS INCIDENT RESPONSE PROCEDURES
Gen mod ST 10	Gen mod compulsory question; Activity - <i>Identify incident response procedures</i>	First aid officers, first aid kits to match workplace hazards, fire/evacuation wardens, fire fighting equipment (reference to correct selection of fire extinguisher for source of fire eg, chemical); general response procedures including keep calm, raise alarm, obtain help, emergency/evacuation procedures

* The New to the Job video is recommended as an overview or review of the learning material.

**Questions selected from database

ASSESSMENT RECORD

<p>Candidate's name: _____</p> <p>Date:-----</p>
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Record the results of the assessment in the boxes below. If the result is "Not Yet Competent" it should not be recorded until the candidate has had an opportunity to re-try the assessment.

The candidate has completed:	Competent	Not Yet Competent
One Industry module test certificate	<input type="checkbox"/>	<input type="checkbox"/>
Activity - <i>On Guard! Do you work safely?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Activity – <i>Investigating an incident at work</i>	<input type="checkbox"/>	<input type="checkbox"/>
Activity – <i>ThinkSafe SAM</i>	<input type="checkbox"/>	<input type="checkbox"/>
Activity - <i>Sign language</i>	<input type="checkbox"/>	<input type="checkbox"/>
Activity – <i>Communication skills – Talking about safety and protecting yourself at work.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Activity - <i>Identify incident response procedures</i>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Candidate is COMPETENT	<input type="checkbox"/> Candidate is NOT YET COMPETENT
<p><input type="checkbox"/> The candidate has been informed of the assessment result and the reasons for the decision.</p> <p>Assessor: _____ Date: _____</p>	
<p><input type="checkbox"/> I have been informed of the assessment result and the reasons for the decision</p> <p>Candidate: _____ Date: _____</p>	

Right of appeal

The candidate has the right of appeal within 14 days of receipt of results against any decision made by the Assessor.

Appeal requested? **yes** (note reasons below) **no**

Reasons for appeal: _____

Candidate's signature: _____ Date: _____